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DORI CONTRERAS

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NORA L. LONGORIA  
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**CLERK**  
KATHY S. MILLS



**Court of Appeals**  
**Thirteenth District of Texas**

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[www.txcourts.gov/13thcoa](http://www.txcourts.gov/13thcoa)

April 8, 2020

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Hon. Samuel Charles Wood Adams  
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Re: Cause No. 13-20-00199-CV  
Tr.Ct.No. 2019CI01577  
Style: City of San Antonio v. Arturo Lopez and Elizabeth Lopez

Dear Counsel:

The Supreme Court ordered the above cause transferred to this Court from the 4th Court of Appeals. We would like to welcome the attorneys who will be practicing before the 13th Court of Appeals on these transfer cases.

The appellant's notice of appeal in the above cause was filed on April 1, 2020. The parties should file a docketing statement with this Court within 15 days from the date of this notice. See TEX. R. APP. P. 5, 32. If appellant has not already done so, appellant should make a written request to the clerk and the court reporter and make arrangements to pay for the records within ten days of this notice. See *id.* R. 34.6(b)(1).

Appeals and original proceedings in this Court are governed by the Texas Rules of Appellate Procedure. The parties to this cause should review the rules and ensure that their filings meet the requirements of the rules. The parties should also review information regarding the Court's policies and procedures which can be found on the Court's website at <http://www.txcourts.gov/13thcoa.aspx>. The Court's website includes a wide variety of useful links and specific information about matters such as fees, motions, the alternative dispute resolution program, oral argument, and access to appellate records.

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Under the recent amendments to the appellate rules, effective January 1, 2014, all attorneys in civil and criminal cases are required to file all documents (except a document submitted under seal or subject to a motion to seal) with the Court through the [eFileTexas.gov](http://eFileTexas.gov) electronic filing system. Parties not represented by an attorney are strongly encouraged to e-file documents, but e-filing is not required. An e-filer is not required to file any paper copies of an e-filed document unless specifically requested by the Court. All e-filed documents must conform to Rule 9 of the Texas Rules of Appellate Procedure. If a party is not required to e-file a document, the original and one unbound copy of the document should be filed. See *id.* R. 9.3(a)(1). All documents, e-filed or submitted in paper, must be redacted in compliance with Rule 9, see *id.* R. 9.9, 9.10, and e-filed briefs must follow the Texas Supreme Court's Redaction Guidelines.

Very truly yours,



Kathy S. Mills, Clerk

cc: Hon. Mary Angie Garcia, District Clerk (DELIVERED VIA E-MAIL)  
Ms. Mary Scopas, Court Reporter (DELIVERED VIA E-MAIL)